



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PUBLIC SERVICES WORKER I
PUBLIC SERVICES WORKER II
PUBLIC SERVICES WORKER III

Class No. 007545
Class No. 007544
Class No. 007543

■ CLASSIFICATION PURPOSE

To perform a variety of repetitive unskilled or semi-skilled manual labor tasks, and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Public Service Worker I:

This is the entry-level class in the series. Under immediate supervision, incumbents perform a variety of unskilled, general labor tasks involving lifting, digging, pushing, weighing, routine housekeeping, and maintenance duties.

Public Service Worker II:

This is a lead worker class in the series. Positions are allocated only to outside/field support areas. Under general supervision, incumbents lead, schedule, direct and train a crew assigned manual labor and equipment or vehicle operation tasks.

Public Service Worker III:

This is the first-line supervisory class in the series. Positions are allocated only to the outside/field support areas. Under general supervision, incumbents plan the work, oversee and direct subordinates performing manual labor, materials pick-up, hauling, and disposal duties.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

Outdoor/Field Support:

1. Walks designated areas of a facility, work site or roadway to pick up litter and debris.
2. Digs ditches.
3. Repairs road surfaces by digging holes and filling with sand and asphalt or other materials.
4. Lays and fastens drainage pipes.
5. Constructs and assembles fences.
6. Directs vehicles.
7. Assists in the loading and unloading of trucks, vans, or other vehicles.
8. Performs general site maintenance and housekeeping duties.
9. Uses a variety of hand and small power tools and, under immediate supervision, may use pneumatic and hydraulic tools to perform work.
10. Moves equipment and furniture as needed.

11. Operates or assists in the operation of a recyclable materials redemption center involving the classifying, weighing, and issuing of payment for recycled materials as needed.
12. Inspects bins and removes incorrectly placed materials as needed.
13. Performs minor construction and repair work; and performs related duties.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Facilities Support:

1. Shreds and bags paper.
2. Performs minor maintenance and cleaning on office equipment.
3. Picks up and delivers department equipment, supplies, and correspondence between County offices.
4. Performs emergency housekeeping and temporary repair duties.
5. Assembles and moves minor equipment such as bookcases, tables, and computer furniture.
6. Receives, stores, and issues supplies.
7. Issues, makes, and/or repairs office keys.
8. Identifies areas requiring maintenance and repair that would need a work order, and reports them to supervisor.
9. Uses a variety of hand and/or small power tools to un-jam, open, assemble, oil, or troubleshoot equipment problems.
10. Attaches inventory tags to new equipment.

Public Services Worker II

All the functions listed above and

1. Operates small trucks and light motorized vehicles.
2. Maintains records.
3. Trains and oversees temporary workers.
4. Loads and helps transport work or other materials accumulated at County facilities.
5. May drive recycling collection truck on a substitute basis.

Public Services Worker III

All the functions listed above and

1. Trains, leads, and oversees the schedules of Public Service Worker crews.
2. Assigns work to temporary workers from jail release, or other special programs.
3. Plans and schedules work and ensures safety precautions are taken.
4. Drives a pick-up vehicle and leads a crew of workers collecting materials at County facilities as needed.
5. Coordinates the removal of all refuse and recyclables with hauling/transfer agency as needed.
6. Substitutes on a relief basis at Refuse Disposal Collection booths as needed.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Basic English.

- Basic Math.
- Basic Record keeping.
- Safe work practices and procedures related to tasks such as lifting, vehicle operation and use of motorized equipment and hand and power tools.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to all classes:

- Perform manual labor.
- Receive, unload, and load materials from trucks and vans.
- Read, understand, and carry out oral and written instructions.
- Perform basic arithmetic computations and make change.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Public Services Worker III:

- Assign and train the work of subordinate Public Service Workers and temporary workers.
- Maintain records.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Public Services Worker I:

1. Education or experience which provides the knowledge, skills and abilities listed above.

Public Services Worker II:

1. One (1) year of experience performing work involving general labor, housekeeping and/or maintenance at an outdoor, commercial or institutional setting, OR, one (1) year of experience as a Public Services Worker I with the County of San Diego.

Public Services Worker III:

1. Two (2) years of experience performing general labor, housekeeping and/or maintenance at a in an outdoor, commercial or institutional setting, OR, one (1) year of experience as a Public Services Worker II with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder. Incumbents use physical strength and agility on a continual basis, including lifting objects weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Public Services Worker III:

Some positions require possession of a California class B driver's license, which must be maintained throughout employment in this class.

Certification/Registration

None Required.

Working Conditions

Exposure to exhaust fumes, traffic, noise, foul odors, trash, flies, dust and mud.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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Public Services Worker II (Class No. 007544)	Union Code: CM	Variable Entry: Y
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